

TERMS OF REFERENCE
The Wildlife Conservation Society
WCS Cambodia Program

Staff Name :

Position : Project Finance & Admin Officer

Project Name : Keo Seima Wildlife Sanctuary (KSWS)

Duty Station : Mondulkiri

Report to : Project Manager, Landscape Technical Advisor

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Post supervision: The Admin. & Finance Officer will be under direct supervision of the Senior Technical Advisor (STA) and indirect supervision of the WCS Country Program director.

Technical Coordination: The Admin. & Finance Officer will receive technical support and coaching from Admin. & Finance Officers at the WCS Head Office in Phnom Penh.

Responsibility: Overall responsibilities and specific duties of the Administration and Finance Officer in WCS Office include:

I – Administrations and Logistics:

1. Staffing:

- a. Monitor, maintain and update all and Staffs List for Project Manager and Phnom Penh Office HR and Admin Manager.
- b. Assist Project Managers for preparing project staffs contract in Khmer and work closely with WCS Phnom Penh HR and Admin Department.
- c. Prepare new staff recruited profile send to WCS Head office for covering insurance of those hired.
- d. Coordinating insurance arrangement with WCS Head office HR and Admin Department for staff who are inpatients in hospital and complete insurance claim forms to FORTE.
- e. Prepare local, International Staffs list and updated Visa for provincial authority.

2. Office:

- a. Monitor the Admin. and Logistics Assistant to ensure they maintain communications (Telephone, radio).
- b. Supervise Office Security, maintenance and cleaning.
- c. Monitor monthly office expense bill (electricity and water, etc.)

3. Other correspondence:

- a. Coordination of all correspondence and official documents to/from government agencies and other organizations.
- b. Record all correspondence In-Out and inform the subject of the letter to project managers or whom in charged and related.

4. Equipment:

- a. Support and monitor the Admin and Logistics assistant for managing and updating the project's assets such as inventory of the office and sub-office in the fields including (Equipment, Material, Furniture and Vehicles) and documents for donor audits.
- b. Support and monitor the Admin and Logistics assistant to keep and maintain records In & Out for daily use of equipment.
- c. Record new purchases and Update Fields and Office Equipment Assets.
- d. Maintain and update Inventory list of Office and Sub-Office in Fields (Equipment, Materials, Furniture and Vehicles) for Seima Project.
- e. Arrange procurement with regards to project Materials/Equipment.
- f. Process purchase orders for relevant services, materials and equipment as requested by project.

5. Vehicles and Motorcycles:

- a. Supervise the Admin and Logistics assistant to administer all Vehicles and Motorcycles.
- b. Arrange the use of project vehicles and motorcycles, Gasoline and fuel consumption.
- c. Supervise the Logistics assistant of checking recording vehicle log book, vehicle movements, maintenance and completing monthly vehicle expenditure report.
- d. Supervise the Logistics assistant for annual expense report of Vehicles and Motorcycle for WCS.

6. Site Logistics

- a. Monitor to ensure smooth operations of the site, including food, accommodation, building and maintenance, vehicles, utilities, and all other aspects of site operations.
- b. To ensure the implementation of the Standard Operating Procedures for the Site, and also the WCS Policy.

7. Coordination:

- a. Coordinate on travel and accommodation for donors, study visit in the project and eco-tourism sites.
- b. Arrange for the meetings/workshops with Government Department and Agencies donors and other partner organizations.
- c. Combine workshop, meeting and training report from project staffs and submit to Technical Advisors and Managers.
- d. Assist Finance and Administrative Manager to identify problems and solutions during monitoring financial situation of projects.

II- Accounting & Finance:

- Review and certify all requests for payments
- Ensure WCS financial policy, guideline, procedure are perfectly implemented
- Ensure different sources of funds are properly implemented and recorded
- Responsible for advance and clear advance
- Responsible for bank reconcile
- Reconcile fund on a monthly basis
- Coordinate with all project teams to collate project reports including training inventory
- Make sure Seima Finance and Admin. policy is in place (apply WCS Cambodia's policy)
- Make sure and manage Seima Finance and Admin. work smoothly
- Monthly advance Request planning/additional planning to PP
- Seima Purchase requests to PP (PP-direct payment)
- Prepare payroll request for WCS KSWs staffs.
- Prepare monthly Financial Report and submit to PP
- Responsible Seima budgeting management
- Control Seima staff advance
- Fill out monthly SAP-JE templates
- Coaching to staff where necessary
- Perform other task as assign by WCS management.

As well as any and all other work assignments, duties, and/or functions as WCS or its management may designate or instruct in the course of its operation, which may include assignments, duties, and/or functions that vary from the above.